

BEACON Support Team (BST) Lead Meeting

March 27, 2007

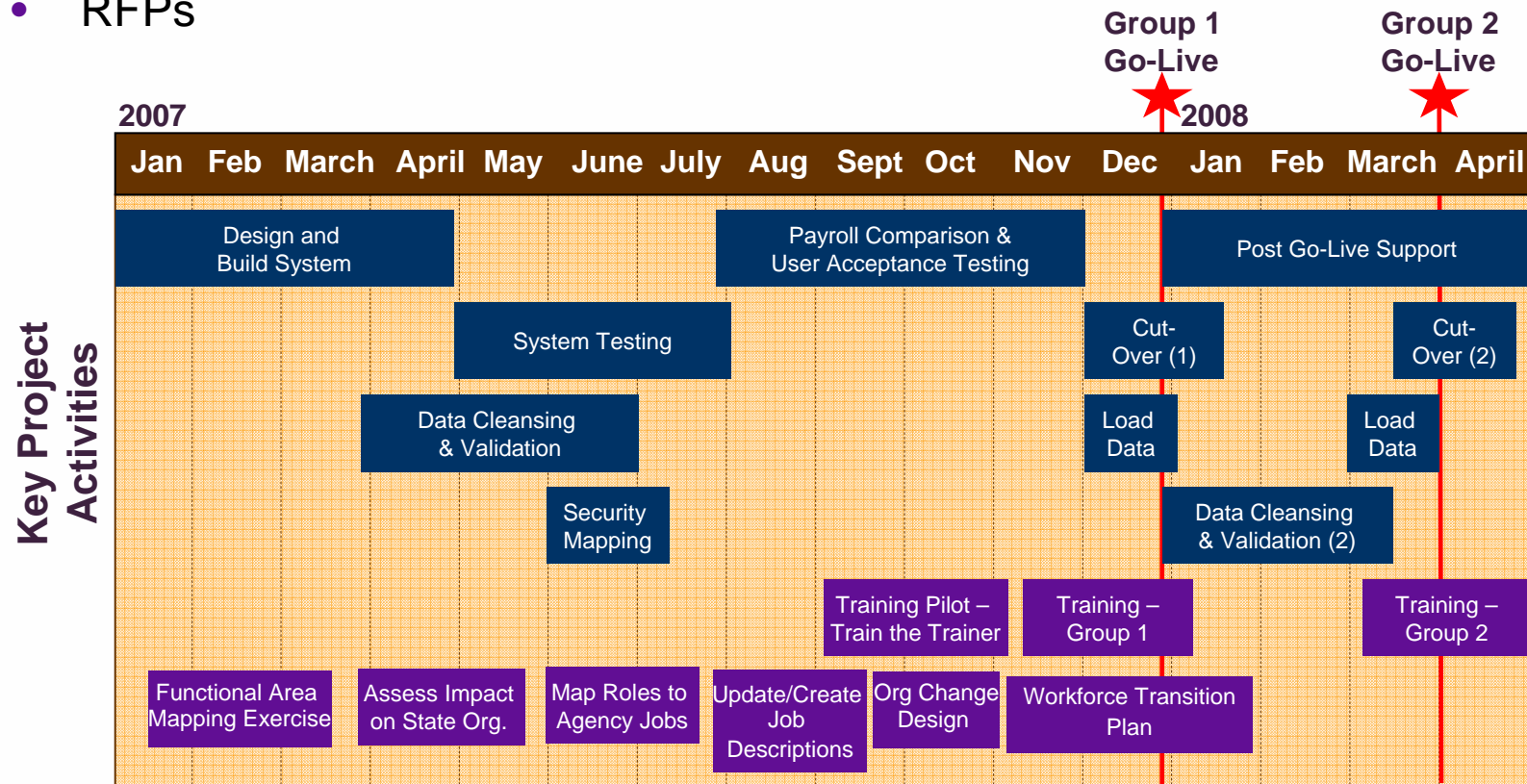
Agenda

- Project Update
 - Lowell Magee
- Time Capture Overview
 - Karen Boodee/Lowell Magee
- SAP Security Overview
 - Shelly Eckerman
- Deployment Update
 - Teresa Shingleton
- Upcoming Project Activities
 - Edward Brodsky
- Questions and Answers

Project Update

Project Update

- Design and Build Status
- RFPs



Time Capture Demo & Overview

Project Focus

- Educate State Agencies regarding Time Entry Alternatives available with the BEACON SAP HR/Payroll implementation
- Gather data from all State agencies regarding current practices and expectations
- Document and resolve outstanding issues regarding configuration requirements and expectations across agencies
- Report findings that will support the training and roll-out model

How can employees record time?

There are two ways employees record time:

- **Positive Time:** Employees record all of their time worked and all of their exceptions, such as leave taken, each month.
- **Negative Time:** Employees only record variations from their normal schedule, such as leave taken.

How are employees paid?

There are also two ways employees are paid:

- **Actual Pay:** Employees are paid based on their actual time worked.
- **Exception Pay:** Employees are paid their regular salary at month-end, plus or minus any exceptions they recorded. Any exceptions are processed in the next available pay cycle.

How do pay and time intersect?

Permanent employees fall into one of three categories:

- **Positive Time/Actual Pay:** Employees must enter time to be paid. DOT is the only agency in this category.
- **Positive Time/Exception Pay:** Agencies require employees to enter time worked and exceptions to regular time. Exceptions are processed in the next available pay cycle.
- **Negative Time/Exception Pay:** Employees are not required to enter time worked, but are required to note exceptions. Exceptions are processed in the next available pay cycle.
- **NOTE: Permanent employees subject to FLSA regulations must fall into the Positive Time category.**

Snapshot of the Future

- Monthly exception-based pay is the rule, with actual pay as the exception.
 - Except for DOT, which already practices positive time/actual pay, agencies were told actual pay was not possible at this time (except for temporary employees).
- Project team will try to accommodate requests for items that do not exist today (e.g. cost objects).

In the future Temporaries Employees will

- Continue to record time to be paid (Positive Time/Actual Pay)
- Be paid biweekly, “two weeks” in arrears. This is a change from current practice.
- Reflect different numbers than identified in the appendix from PMIS.

Key Findings

- Many agencies expressed an interest in switching to positive time (entering all information, not just exceptions) for exempt employees than is currently the practice now.
- BEACON will assist support agency efforts to follow policies. For example: three agencies do not require employees subject to FLSA enter positive time now, but will in the new system.
- A large number of agencies expressed the desire to have their employees enter time through ESS, which will be a change for most agencies' current practice of timekeeper entry. This change will impact training and the existing workforce.

Next Steps and Recommendation

- Continue with configuration to support the information gathered in the discussions with agencies.
- Compose and send formal communication to all agencies confirming choices and what they mean to the agency.

SAP Security Overview

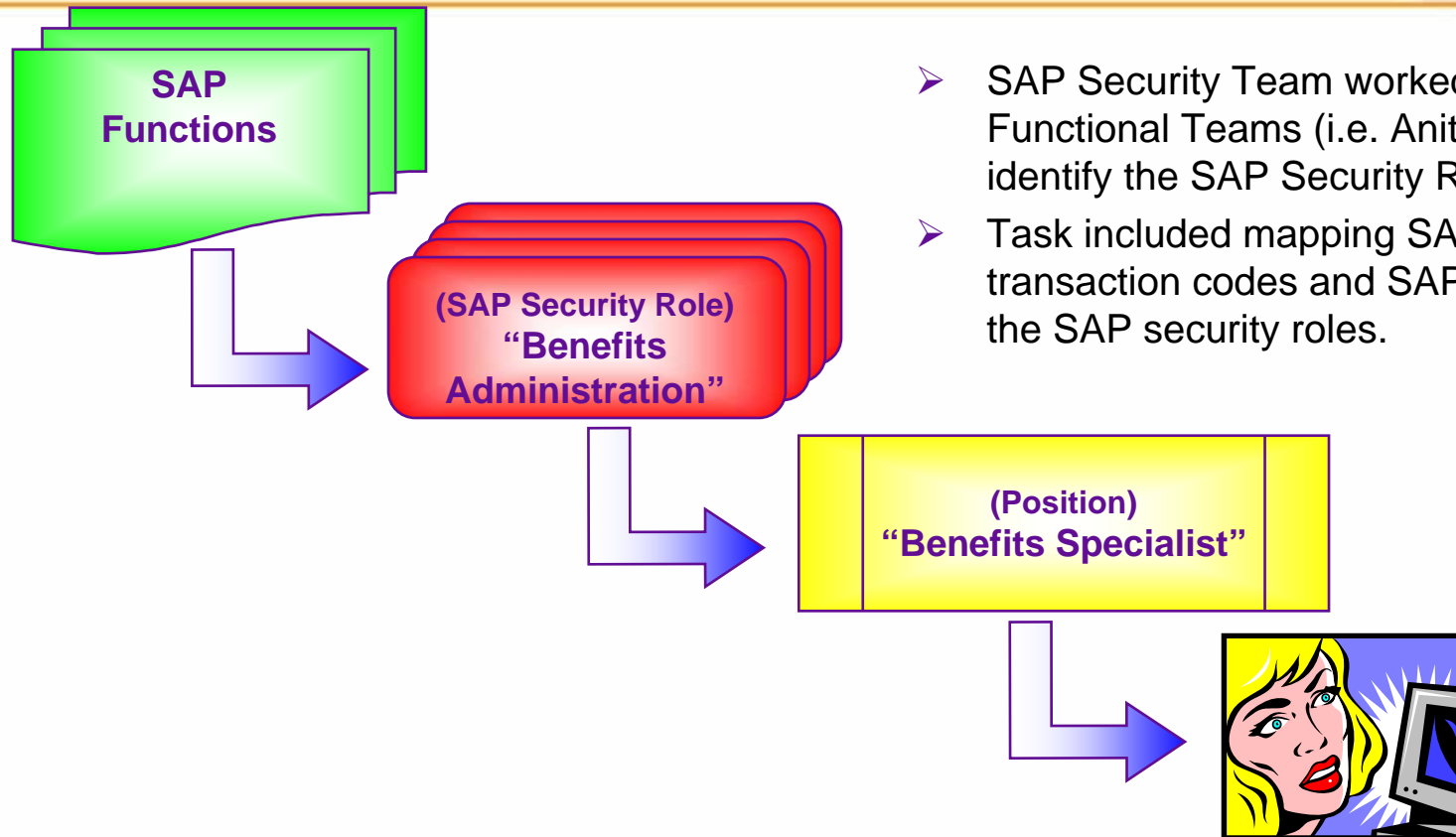
Purpose of Presentation

- To gain a high-level understanding of the following:
 - SAP Security Role Design
 - SAP Security Roles in scope
 - Mapping SAP Security Roles to Users
- Detailed Role Mapping Workshop will take place 5/2/07

SAP Security Role Approach

- Similar Security Design Concepts from the Legacy Systems
 - Where the legacy system had security restrictions, those same restrictions were designed in the SAP security roles.
 - For example, Performance Ratings, Grievances and Warnings require special security in PMIS. Payroll access required payroll access in the payroll system.
 - SAP security roles match to the legacy system access that is already in place.
 - The ability to secure by agency, division and section was available in the legacy systems. The same security restrictions are available in SAP.

SAP Security Role Approach



- SAP Security Team worked with the BEACON Functional Teams (i.e. Anita Ward's Team) to identify the SAP Security Roles.
- Task included mapping SAP functions (SAP transaction codes and SAP infotypes) to create the SAP security roles.

SAP application security is "Role Based"

Job functions have been mapped to create SAP Security Roles,
which will be mapped to positions and positions are mapped to users.
It allows users to be given access based on their job responsibilities.

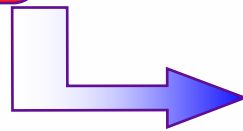
SAP Security Roles - HR

Team	Central (i.e. OSP, OSC, Fiscal Research, etc)	Decentralized (i.e. Dept, Division, Section)	Security Role
Benefits	X	X	Benefits Administration
	X	X	Display Benefits
Time	X	X	Time Administration
	X	X	Time Approval
	X	X	Leave Administration
	X	X	Display Time
Payroll	X		Central Payroll Processing
	X		Central Payroll Accounting
	X		Central Garnishment Administration
	X		Central Payroll Tax
	X	X	Payroll Administration
	X	X	Display Payroll
	X		Emergency ONLY - Payroll Problem Solving
Personnel Administration	X	X	Personnel Master Data Maintainer
	X	X	Warnings Maintainer
	X	X	Grievance Maintainer
	X		Performance Rating Mass Maintenance
	X	X	Performance Rating & Credentials Mgmt
	X	X	Short Term Disability Specialist
	X	X	Display Cross Agency
	X	X	Display Sensitive HR
	X	X	Display Non-Sensitive HR
Org Mgmt	X		Org Chart Maintainer
	X		Org Chart Approver
	X	X	Org Chart Modeler
	X		Job Maintainer
	X		Job Approver
	X	X	Position Maintainer
	X	X	Position Approver
	X	X	Display Organization Management
Portal	X	X	ESS - Employee Self Service
	X	X	MSS - Manager's Self Service

- The following shows the SAP Roles defined for BEACON for HR
- HR sub-modules include Benefits, Time, Payroll, Personnel Administration and Organization Mgmt.
- Central Roles are for users getting access to ALL agencies (OSP, OSC, Fiscal Research, etc.)
- Decentralized Roles will be restricted to agencies, divisions, sections.
- Display roles exist for each area.
 - Any user that gets update to an area would get the corresponding display role (i.e. Benefits Administration would get Display Benefits).
 - The users that just need display would get the display role and not the update role (i.e. managers, directors, etc).
- The Portal will enable the user to Employee Self Service and Manager Self Service functionality.
 - Employee Self Service is the functionality to allow employees to maintain their own employee information, such as address, enroll in benefits plans, enter time.
 - Managers Self Service is the functionality to allow managers to approve an employee's time or view employee reports.

SAP Security Roles to User Mapping

- The BST Change Agents will focus on mapping SAP security roles to users.
- We know the position of the users. When the SAP security roles are mapped to users, then roles are also mapped to the HR positions that the user belongs to.
- It's VERY IMPORTANT to take time to map users correctly. The mapping determines user access and training required for the user. It also helps to analyze work force transition.



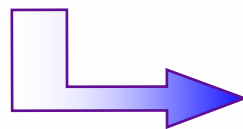
Role to User Mapping



Jane Smith

Thus, Position Mapping is Automatic

Jane Smith – Benefits Specialist for DOC

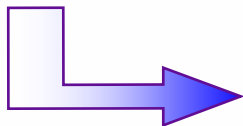


Bill Franklin

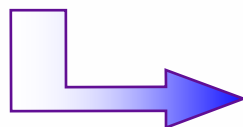
Bill Franklin – Benefits Technician for ESC

SAP Security Roles to User Mapping

- After Role Mapping to Users is complete,
- the Change Management, Training and Security teams can take the listing to determine what a user has been mapped to:



Jane Smith – Benefits Specialist for DOC



Bill Franklin – Benefits Technician for ESC

Benefits Specialist – DOC (Jane Smith)

- Benefits Administration
- Short Term Disability Specialist
- Display Benefits
- Display Payroll
- Display Time
- Display Non-Sensitive HR Data
- Display Sensitive HR Data
-etc

Change Management Team:

This information can be used for Workforce Transition

SAP Security Team:

Understanding which security a position and user would receive

Training Team:

Understanding which SAP courses an employee would be enrolled in

Position Based Security

- “Position Based Security” for Role assignment
 - When a person is hired into the organization, the user id will automatically be created and access assigned based on the position they hold. No security request form will be required.
 - If Employee transfers to another position, the access to the new position will automatically be changed to the new position’s access. No security request form is required.
 - Access assigned is based on SAP Security Roles assigned to the position
 - EXAMPLE → Position: Benefits Specialist for DOC requires the following SAP Security Roles:
 - Role: Benefits Administration – DOC,
 - Role: Display Benefits – DOC,
 - Role: Display Payroll – DOC,
 - Role: Display Time – DOC,
 - Role: Display Sensitive and Non-Sensitive – DOC
 - Role: Short Term Disability – DOC.
 - The position requires these roles. It does not matter whom resides in the position.
 - Jane Smith holds the position so she will get the access required for the position.

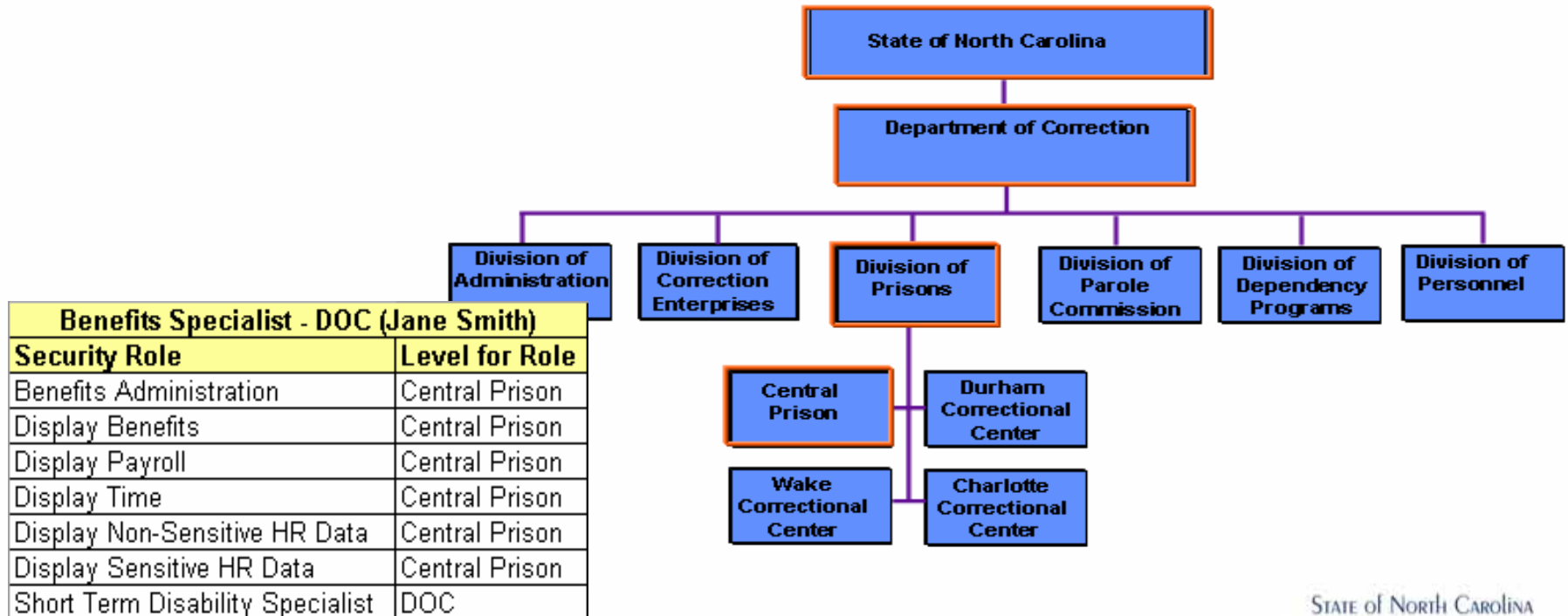
SAP Security Roles to User Mapping

- To give the BST Change Agents a start on role mapping, the SAP Security Team has analyzed the Legacy Systems user access (PMIS, Central Payroll and DOT Payroll) to the new SAP Security Roles (where available).
- For example, we have an SAP security role called "Performance Rating Maintainer". We have the list of which users currently have Performance Rating (PMPERF) access in PMIS.
- Note: it was noticed that many users that are no longer with the State of NC had access to PMIS. Thus, the listing of PMIS user access is a **start** to determine role mapping and should **not** be used as a final version.

USER ACCESS IN PMIS TO PERFORMANCE RATING					
RACFID	Name	Agency	Job Title	Allow Trx	Only Trx
AD04055	BARBARA J. WILLIAMS	ADMIN-HUMAN RES MGM	PERSONNEL ANALYST I	PMPERF	
AD04010	CATHY L. GREEN	ADMIN-HUMAN RES MGM	PERSONNEL TECHNICIAN III	PMPERF	
AD04CLG	CRESHAYE L. GRAHAM	ADMIN-HUMAN RES MGM	PROCESSING ASSISTANT III	PMPERF	
AD04SCC	SONDRA C. CHAVIS	ADMIN-HUMAN RES MGM	PERSONNEL ANALYST II	PMPERF	
AD04005	VALERIE J. FORD	ADMIN-HUMAN RES MGM	DOA, HR DIRECTOR	PMPERF	
ADWVBARN	WANDA E. BARNES	ADMIN-HUMAN RES MGM	PERSONNEL ANALYST III	PMPERF	
TS75P28	BEN R. HARWARD	AGRIC-HUMAN RES MGM	A/U HR DIRECTOR II	PMPERF	
TS75P49	SHERRY LEE	AGRIC-HUMAN RES MGM	PERSONNEL ANALYST II	PMPERF	
OCPERKW	KENNETH WILLIAMS	AOC-HUMAN RESOURCES	HUMAN RESOURCES OFFICER	PMPERF	
UNAP13	JANICE G. JACKSON	APPALACHIAN STATE U	ADMINISTRATIVE ASST I	PMPERF	
UNAP33	LEONARD W. JOHNSON, JR	APPALACHIAN STATE U	PERSONNEL DIRECTOR	PMPERF	
UNAP11	SUSIE BEASLEY	APPALACHIAN STATE U	PERSONNEL ANALYST III	PMPERF	
BOE0001	GARY O. BARTLETT	BOARD OF ELECTIONS	EXC SEC DIR BOARD/ELECTIO	PMPERF	
C219610	TERRY L. BELL	COMMERCE-ADMIN	PERSONNEL ANALYST II	PMPERF	
C212123	DEBRA J. PETERSEN	COMMERCE-BANKING	OCOB HR CONSULTANT	PMPERF	
C202306	ROSEMARY A. HUFFMAN	COMMERCE-BANKING	OCOB HUMAN RESOURCE ASSOC	PMPERF	
CLFY008	APRIL TIBBS	COMMUNITY COLLEGES	PERSONNEL ASSISTANT V	PMPERF	
CLFY010	JANE G. PHILLIPS	COMMUNITY COLLEGES	PERSONNEL OFFICER III	PMPERF	
CLFY007	KAREN C. MCALLISTER	COMMUNITY COLLEGES	PERSONNEL TECHNICIAN II	PMPERF	
CLFY012	KRIS C. ROSS	COMMUNITY COLLEGES	PERSONNEL ANALYST II	PMPERF	
C600001	DOUG H. VANESSEN	COSMETIC ARTS	EX DIR, STE BD COSMETC ART	PMPERF	
C3PER10	DEBRA T. FERRELL	CRME CNTRL-PUB SAFTY-ADMIN	PERSONNEL ASSISTANT V	PMPERF	
C3PER02	KIMBERLY L. GREENE	CRME CNTRL-PUB SAFTY-ADMIN	PERSONNEL ASSISTANT IV	PMPERF	
C3PER04	SHAWNDA A. BROWN	CRME CNTRL-PUB SAFTY-ADMIN	PERSONNEL ANALYST II	PMPERF	
C3PER12	SHARON F. GREENE	CRME CNTRL-PUB SAFTY-ADMIN	PERSONNEL TECHNICIAN III	PMPERF	
C3PER01	TERESA D. CREECH	CRME CNTRL-PUB SAFTY-ADMIN	PERSONNEL TECHNICIAN II	PMPERF	
C3PER09	WELDON E. FREEMAN	CRME CNTRL-PUB SAFTY-ADMIN	A/U HR DIRECTOR II	PMPERF	
C3PER07	MARGARET MURGA	CRME CNTRL-PUB SAFTY-CCPS-HIWAY PATRL, MC	PERSONNEL ANALYST I	PMPERF	
C3PER13	MARY DELORES COOPER	CRME CNTRL-PUB SAFTY-HIGHWAY PATRO	PERSONNEL TECHNICIAN I	PMPERF	
C500087	CARMELLA R. LEACH	CULT RES-ADMI	OFFICE ASSISTANT IV	PMPERF	
N1AN702	HARLAN E. FRYE	DENR-PERSONNEL/HR	A/U HR DIRECTOR II	PMPERF	
N1AN411	RITA B. RICHARDSON	DENR-PERSONNEL/HR	STAFF DEVELOPMENT COORD	PMPERF	
N1AN327	TOULA CAPETANOS	DENR-PERSONNEL/HR	PERSONNEL TECHNICIAN I	PMPERF	

Understanding Agency Restrictions for Roles

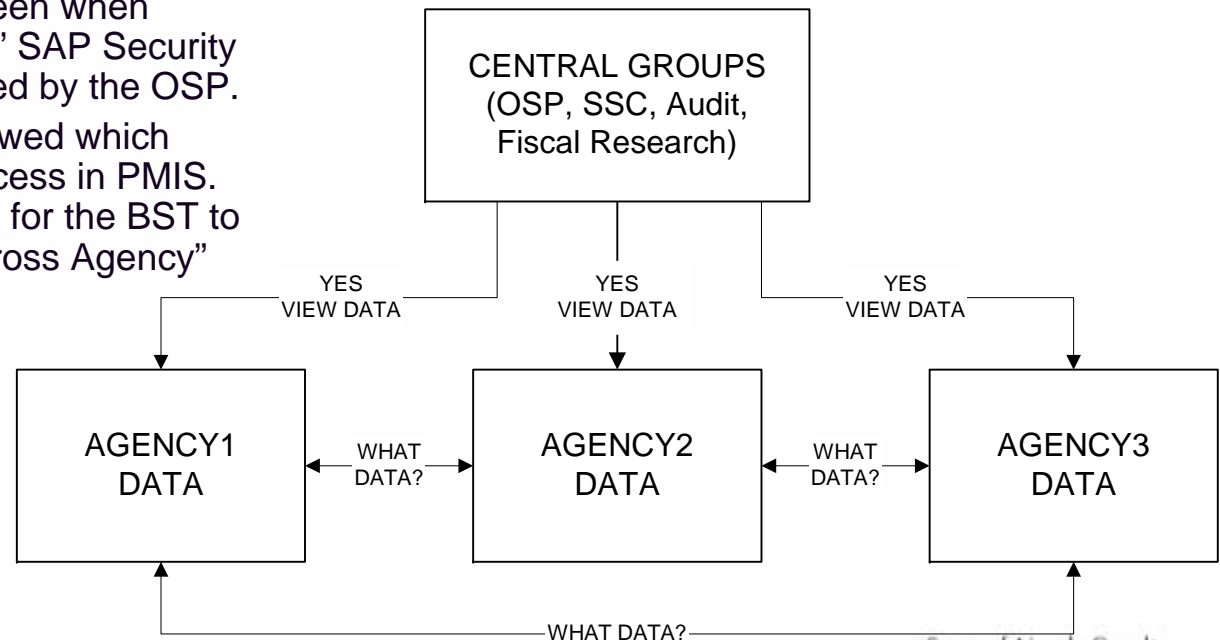
- In addition to securing the different functions into SAP Security Roles, SAP enables further restriction to specific levels within the organizational structure by Role.
- Based on the SAP Security Role, what level of security is required (i.e. Secure at the agency level, division level, section level) for the user.
- May be different based on security roles (See example below).
- When the Change Management Team is working with the BST Team Leads on mapping roles to users, they will also obtain what level of security is required by user and by role.



Understanding Cross Agency Access

- In PMIS, users with access to the VERIFY transaction are allowed access to see other agencies information.
- An SAP Security Role called “Display Cross Agency” has been developed to provide a similar concept as VERIFY in PMIS.
- Users mapped to the “Display Cross Agency” role will have access to display other agencies data.
- Analysis of what data should be seen when having the “Display Cross Agency” SAP Security Role is being reviewed and finalized by the OSP.
- The SAP Security Team has reviewed which users currently have “VERIFY” access in PMIS. This access will be a starting point for the BST to analyze users needing “Display Cross Agency” access in SAP.

SECURITY MODEL AGENCIES VIEW DATA



Role Mapping Dates

- SAP Security Team has knowledge transferred the SAP Roles to the Beacon Change Management Team
- Beacon Change Management Team owns the Role to User / Position Mapping process
- Beacon Change Team will work with the BST Change Agents to complete the Role to User / Position mapping.
 - Conduct Role Mapping Workshop – 5/2/07
 - Complete Role Mapping to Change Management Team – 6/1/07

Deployment Update

Upcoming Project Activities



Activities – Next 6 Weeks

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27 <ul style="list-style-type: none"> 10 a.m. BST Lead Meeting – Time and Security Overviews 	28 <ul style="list-style-type: none"> BST Training Agent Monthly Meeting 	29	30 <ul style="list-style-type: none"> 403b Contribution Data due to benefits team 	31	1
2 <ul style="list-style-type: none"> Benefits Workshop 	3	4 <ul style="list-style-type: none"> Present at Annual Benefits Conference BST Change Agents – Impact Assessment (CANCELED – will be rescheduled) 	5	6	7	8
9	10	11 <ul style="list-style-type: none"> 10:30 a.m. Communications Agent meeting 	12 <ul style="list-style-type: none"> 10 a.m. – Payroll Directors Open Forum 	13 <ul style="list-style-type: none"> BEACON Steering Committee meeting 	14	15
16 <ul style="list-style-type: none"> 2 p.m. HR Directors Open Forum DHHS Div. Directors 	17 <ul style="list-style-type: none"> 10 a.m. – BST Sponsor Meeting – Org Mgmt and Training Updates 	18 <ul style="list-style-type: none"> 10 a.m. BST Technical Readiness Meeting 	19	20	21	22
23	24 <ul style="list-style-type: none"> 10 a.m. – BST Lead Meeting – Org Mgmt and Training Updates 	25	26	27	28	29
30	1	2	3	4	5	6

Upcoming Project Activities

What do we need from you?

- Plan and coordinate Impact Assessment work groups with your agency BSTs and SMEs
- Communicate BEACON HR/Payroll Project information to agencies
- Review the BST Scorecards to verify your agency is participating with various BEACON HR/Payroll Project activities

Upcoming Project Activities (Cont'd)

What can you expect from us?

- Weekly BEACON HR/Payroll Project website updates
- BST Training Agent Meeting
- Finalization of training sites
- Next Month's Topics include **Organizational Management** and **Training** Updates

Questions?



Upcoming BST Sponsor Meetings

Date	Time
Tuesday, April 24, 2007	10 am – 11 am
Tuesday, May 29, 2007	10 am – 11 am
Tuesday, June 26, 2007	10 am – 11 am
Tuesday, July 31, 2007	10 am – 11 am

Check out the BEACON HR/Payroll Project website at:

www.beacon.nc.gov



BEACON HR/Payroll Project Resources

If you have any questions pertaining to the BSTs, communications, or change activities please contact:

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